

Deputy Under Secretary of the Air Force International Affairs

United States Air Force
SAMRS
Security Assistance Manpower Requirements System

Workload Description & Shared Manpower Entries

January 2004



Integrity - Service - Excellence



Topics

Assumptions

Workload Description Functionality

Workload Description Calculations

Defining Shared Manpower

Shared Manpower Codes

Shared Manpower Allocation

Shared Amount Calculations

Questions



Assumptions

SAMRS bases a FTE on a 40 hour work week

Calculations within the application are based on averages and are considered estimates

Personnel Costs are based on:

- **Military:** Military Composite Standard Pay and Reimbursement Rates
 - DoD Reimbursement Rates: <http://www.dod.mil/comptroller/rates/>
- **Civilians:** General Schedule (GS) at Step 5, and Civilian Personnel and Fringe Benefit Factor
 - OPM Federal Pay and Leave: <http://www.opm.gov/oca/>



Workload Description Functionality

SAMRS allows a user to define how a position is to be shared with more than one case should the manpower requirement not be equal to a whole number of FTEs

Users estimate the number of hours the resource will spend performing the activity per Month, Quarter, or Year

Users select the appropriate time period and manually enter the estimated number of hours to be spent based on the duration, i.e. Month, 160 hours



Workload Description Functionality (con't)

The user enters how many times an activity will be performed based on the duration

- If for a Month, 160 hours was previously identified, identify the number of times the activity is to be performed within the Month, i.e. 1
 - This results in 1 FTE based on an average business week containing 40 hours, 160 hours per Month, executed once per Month would take 1 FTE
 - The number of times the activity is performed is a multiple of how many hours to accomplish the activity within the prescribed duration

| | Estimated Hours Per Month | Times Performed Per Month | Months Per Year |
|-------------|----------------------------|---------------------------|-----------------|
| Values | 160 | 1 | 12 |
| Calculation | $160 * 12 = 1 \text{ FTE}$ | | |



Workload Description Functionality (con't)

When estimating hours per activity, the user may identify portions of a Month, Quarter, or Year to input multiple activities per position

- On a Yearly basis, an activity requiring 520 hours, performed 1 time annually equates to a .25 FTE

| | Estimated Hours Per Year | Actual Hours Entered | Times Performed Per Year |
|-------------|------------------------------------|----------------------|--------------------------|
| Values | 2080 | 520 | 1 |
| Calculation | $(520/2080) * 1 = .25 \text{ FTE}$ | | |



Workload Description Functionality (con't)

This table shows the averages utilized for each time period and how the calculation for number of times an activity is performed

| | Month (12/Yr) | Quarter (4/Yr) | Year |
|-----------------------|-----------------------|-----------------------|-----------------------|
| Average Hours | 160 | 520 | 2080 |
| Times Performed: 1 | $160 * 12 = 1$ FTE | $520 * 4 = 1$ FTE | $2080 * 1 = 1$ FTE |
| Times Performed: 2 | $160 * 24 = 2$ FTE | $520 * 8 = 2$ FTE | $2080 * 2 = 2$ FTE |
| Times Performed: 3 | $160 * 36 = 3$ FTE | $520 * 12 = 3$ FTE | $2080 * 3 = 3$ FTE |



Workload Description Calculations

The Estimated Manpower Requirement Percentage (EMR%) calculation is based on the total workload description activity information entered by the user

With each additional activity entry, the EMR% will be updated, as well as when the user selects the “Done” button

- If the EMR% equals a whole FTE, the SAPM/CCM will receive a notification that the activities for the requirement have been successfully input and they may return to the Fiscal Year Manpower Summary page
- If the EMR% is not equal to a whole FTE, the SAPM/CCM must select the “Enter Shared Manpower” button and further define how the requirement will share 100% of the remainder of any manpower amount of time that is not equal to a whole man-year, i.e. 1, 2, 3, etc



Defining Shared Manpower

Users must define how a requirement will share any manpower amount that is not equal to a whole FTE as determined in the Workload Description

Shared Manpower Requirement Definition:

What is the job title of this requirement? **ADP Technician**

Which organization is releasing this requirement? **SSG/ILMI**

Where is the location of this requirement? **Gunter Annex, MAFB, AL**

What is the rank or grade of this requirement? **GS-12**

The duration of the case is **9 Months**.

Shared Manpower Position 1

Delete 

Case ID: **K7-D-GPW**

Shared Amount Value: **50%**

Shared Manpower Position 2

For each portion that you are sharing with either another FMS Case, Administrative funded FMS position, or regular USAF position - Enter the portion that the position is being shared with this case:

Case Identifier:

- Enter "ADMIN", if this is shared with an Administrative funded position.
(An ADMIN funded position begins during the current Qtr/FY, and not to exceed 5 FY years in period of performance from the date of submission.)
- Enter "USAF", if this is shared with a USAF position that is not related to a specific FMS Case or FMS Admin funded position.
- Enter "TBD", if you want to share this requirement during case execution.

Shared Amount (%):

- Enter a whole number less than or equal to 100.

Total Shared Amount: **50%**

Please continue to add shared manpower position(s) so that the total amount is equal to 100%.

Submit

Clear

Cancel



Shared Manpower Codes

When entering Shared Manpower, the user identifies the appropriate case(s) that will fund the remaining portion of the man-year not covered by the original case

If the remainder of the man-year, or any portion of it, can not be funded by a pre-existing case the user should enter one of the following codes in the Case Identifier block:

- **ADMIN** if the requirement is shared with an Administrative funded position
- **USAF** if the requirement is shared with a USAF position that is not related to a specific FMS Case or FMS Administrative funded position
- **TBD** if they want to share this requirement, but are not certain of the sharing component



Shared Manpower Allocation

When identifying shared manpower, it is necessary to identify whether or not the case being developed will carry the allocation, or if one of the cases with which it is sharing will carry the allocation

The user should mark the shared case carrying the allocation with an asterisk (*) to denote the position already exists in the identified case (i.e. TR-D-YUP*, USAF*)

If the case in development requires an allocation, the user will not need to denote shared cases with an asterisk (*)



Shared Amount Calculations

The user should enter a whole number less than or equal to 100 and select “Submit” to confirm a total

The percentage a user enters should directly relate to the portion of the remainder to be subsidized by the previously identified case

- If the initial requirement for the case is a .50 FTE, the remainder is a .50 FTE. 50% of that requirement would be .25 FTE as it relates to the remainder. The user should continue adding and submitting Shared Manpower Positions until 100% is reached

| | % of Remainder | Actual Remainder |
|----------------------------|----------------|------------------|
| Shared Manpower Position 1 | 50 | .25 FTE |
| Shared Manpower Position 2 | 50 | .25 FTE |
| Total | 100 | .50 FTE |



Shared Amount Calculations

Fiscal Year Manpower Summary:

Part A: Organic - There is/are 2 organic record(s).

| Item No. | Organization | Location | Job Title | Projected Grade | Manpower Type | FMS Category | PEC | LOA Line | FY2003 Qtr2-4 | FY2004 Qtr1-4 | FY2005 Qtr1-4 | FY2006 Qtr1-1 | Total Cost | Remove Row |
|----------|--------------|--------------|----------------------------------|-----------------|---------------|----------------|--------|----------|-----------------------------------|-----------------------------------|---------------|---------------|-------------|-----------------------|
| 1 | 00-ALC/YP | Hill AFB, UT | Log Manager | GS-12 | Civilian | Other Services | A2002I | 002 | 0.5 UK-D-DEB*-50% ADMIN-50% | 0.5 UK-D-DEB*-50% ADMIN-50% | 0 | 0 | \$38,052.00 | <input type="radio"/> |
| 2 | AFSAC/SD | WPAFB, OH | Contract Officer | Capt | Officer | Other Services | A2002I | 001 | 1 | 0 | 0 | 0 | \$92,294.00 | <input type="radio"/> |

Part B: Contractor - There is/are 1 contractor record(s).

| Item No. | Organization | Location | Job Title | Projected Grade | Manpower Type | FMS Category | PEC | LOA Line | FY2003 Qtr2-4 | FY2004 Qtr1-4 | FY2005 Qtr1-4 | FY2006 Qtr1-1 | Total Cost | Remove Row |
|----------|--------------|-----------|---------------------------------|-----------------|---------------|----------------|-----|----------|---------------|---------------|---------------|---------------|--------------|-----------------------|
| 1 | AFSAC/SD | WPAFB, OH | Project Manager | N/A | Contractor | Other Services | N/A | 001 | 1 | 1 | 1 | 0 | \$200,000.00 | <input type="radio"/> |

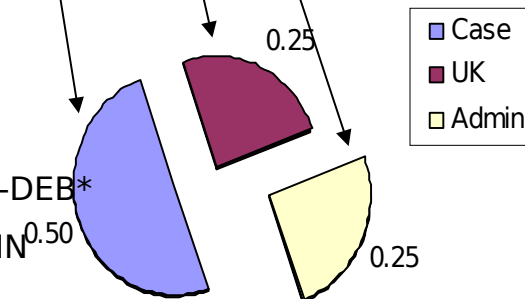
Part C: Total Manpower

| | |
|---------------|---------------------|
| Organic: | \$130,346.00 |
| Contractor: | \$200,000.00 |
| Total: | \$330,346.00 |

- .50 of the FTE is supporting Case TK-D-123

- .50 of the FTE remains to be shared

- 50% of the remainder, or .25, is shared with UK-D-DEB*
- 50% of the remainder, or .25, is shared with ADMIN



Shared Manpower (FTE values)



Questions

With any training event, there are questions associated with it. Please share your concerns, questions, and comments

Thank you

